

Pregnancy Maintenance Initiative (PMI) 2015-2016

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Catholic Social Service

Period: 07/01/2015 - 06/30/2016

Filter(s): Catholic Social Service

Grouping A - Administration and Management

Goal: A.1 - Capacity building and accountability

Status: 0% Complete

Attachments: IRS Group Ruling 501c3 Letter; 501c3 Group Ruling Memo; CSS Organizational Chart

Attach proof of Non-Profit Status (501(c)(3))

List staff names, positions and email addresses.: Amy Falcon, LBSW Case Manager - afalcon@catholicsocialservice.org
Lori Titsworth, LBSW Case Worker - ltitsworth@catholicsocialservice.org
Debbie Snapp, LBSW Executive Director - dsnapp@catholicsocialservice.org
Melissa Legleiter, Office Manager - mlegleiter@catholicsocialservice.org
Gina Pack, Administrative Assistant - gpack@catholicsocialservice.org
Rebecca Ford, Marketing Director - rford@catholicsocialservice.org

Summarize your staff management plan to include verification of staff licensure, staff orientation, performance appraisal process and professional development plan.: All case workers working with the PMI program at Catholic Social Service are licensed bachelor-level social workers as requirements of their position. All new hires are required to go through a staff orientation, during which they learn agency policies and are made aware of the program expectations associated with the Pregnancy Maintenance Initiative program within the agency. PMI caseworkers are required to participate in the annual meeting required by the PMI grant. Performance reviews are conducted for each employee on an annual basis. All licensed social workers must complete their 40-hour continuing education requirements to maintain their social work license in subject matters relevant to the work that they do as part of their professional development plan.

Attach an Organizational Chart in the attachment section above

Did you attach an Organizational Chart in the attachment section?: Yes

Strategy: A.1.1 - Build internal capacity

Status: 0% Complete

Requirement: A.1.1.1 - Attend annual meeting/training provided by KDHE

Status: 0% Complete

Requirement: A.1.1.2 - Provide orientation and training of new staff

Status: 0% Complete

Attachments: Orientation Checklist

Requirement: A.1.1.3 - Develop a method for recruiting selecting, and training staff

Status: 0% Complete

Strategy: A.1.2 - Communicate and coordinate local work with State staff

Status: 0% Complete

Requirement: A.1.2.1 - Submit Affidavit of Expenditures and Client Demographic Summary quarterly

Status: 0% Complete

Requirement: A.1.2.2 - Submit Narrative Report mid-year (for first six months) and annually (for 12 month period)

Status: 0% Complete

Requirement: A.1.2.3 - Participate in site visits and technical assistance calls as requested by the State

Status: 0% Complete

Goal: A.2 - Program evaluation**Status:** 0% Complete**Attachments:** CSS Client Satisfaction Survey; PMI Client Satisfaction Survey

Summarize your program evaluation methods to include how you will expand services to meet community needs.: Through an initial intake with each client, caseworkers determine each client's identified needs including prenatal medical care, medical care for women and infants, housing education programs, parenting classes, legal assistance, adoption counseling, drug and alcohol assessment and treatment, domestic abuse protection, child care, transportation, and mental health services. We then can link each client with services within our agency or with other partner agencies in the community to make sure each individual need is met. Another evaluation method is to examine the teen pregnancy rates in the counties which we serve. If rates are staying the same or increasing, we are able to determine that we are not reaching this population group effectively. We would then attempt to contact more individuals affected by teen pregnancy through marketing campaigns including, but not limited to, providing mailings to community service agencies, reaching out to personal contacts within the community, making presentations to community civic organizations and groups, advertising at high schools, and concentrated mailings to school nurses, counselors, and health departments in the area. CSS also has determined that social media advertisements are effective for this population group, and media campaigns through this outlet will also be considered.

Client demographic reports completed specifically for the PMI grant also shed some light on which areas of the community are being served -- these examine race, education levels, employment status, poverty level, and pregnancy outcome for the clients involved. If at some point, we feel that a particular subset of the population is not being served effectively, the appropriate actions will be taken to recruit more clients from that subset.

Finally, client satisfaction surveys are an important tool for the evaluation of our program and are given at the completion of a client's participation. In these surveys (one internal CSS survey and one specifically for the PMI grant), we can determine what unmet needs the clients are experiencing and what additional services are needed to address those unmet needs.

Estimate the total number of women to be served during the grant period.: Catholic Social Service anticipates that we will be able to service around 50 women of all ages throughout the 2015-16 grant year.

Attach a Client Satisfaction Survey in the attachment section above**Did you attach a Client Satisfaction Survey in the attachment section?:** Yes**Strategy: A.2.1 - Develop a program assessment process to ensure services are provided as proposed****Status:** 0% Complete**Requirement: A.2.1.1 - Develop and use a client satisfaction survey****Status:** 0% Complete**Requirement: A.2.1.2 - Develop and maintain program policies and procedures that are based on program standards and guidelines.****Status:** 0% Complete**Strategy: A.2.2 - Create and maintain a functioning advisory group****Status:** 0% Complete**Requirement: A.2.2.1 - Composition of the advisory group will reflect the community (race, ethnicity, SES)****Status:** 0% Complete**Requirement: A.2.2.2 - Regular meetings will be held and minutes of the meeting kept****Status:** 0% Complete**Grouping B - Data and Information**

Goal: B.1 - Measure program impact**Status:** 0% Complete

How will you measure effectiveness of services, interventions and referral networks?: The goals of the project are to ensure access to an adequate level of quality pregnancy services by disadvantaged pregnant women and their families, for pregnant women to carry their babies to term and have healthy babies and for pregnant women to have access to needed resources to have healthy families. Each client participates in the PMI Intake and Needs Assessment, Life Domains Goal Planning, and help in attainment of the goals identified through the services of a case manager. Each client's goals are tracked throughout his/her participation in the program. The agency provides follow-up counseling and case management services for women, newborns, and their families for at least one year after delivery based on individual client needs and goal attainment. The attainment/non-attainment of a client's goals are direct evidence of the program's effectiveness.

The reporting forms required by the PMI grant including the client demographic survey and the narrative report completed by caseworkers quarterly provide measures to monitor the number of clients served and tracks statistics (client race, ethnicity, education level, poverty level, live births by weight, infant deaths and adoptions, etc.) showing the population subsets that are being served through the program. Catholic Social Service will be working with Western Kansas Statistical Lab to develop a tracking system that will enable us to determine what is effective and what changes may need to be made. We will measure the clients at intake and at program completion for an assessment of needs. We will measure the change in needs as a way to gauge the effectiveness of the services provided overall. A secondary source of effectiveness will be measured by a satisfaction survey of the program. The achievements of the Life Domain goals will be used as a primary method to measure the effectiveness of interventions. Finally, we will measure the effectiveness of the referral networks by tracking client utilization of the referred services as well as client satisfaction of the referred services.

How will you ensure services provided are those needed by clients?: Each pregnant woman, fathers, and other family members will receive necessary support, through the services of a case manager, to help carry pregnancies to term, resulting in positive outcomes for both the child and the mother. Women who experience stillbirth or fetal demise will receive all necessary supports to cope with loss. At all levels of service, we will provide referrals to an array of community resources, as appropriate, which facilitate healthy lifestyles for mothers and babies and ensure that all needs are met, even if CSS does not directly provide a particular service needed by the client. Measuring these aspects will allow us to make sure that the services provided are utilized, ensure that grant funds are effectively used, and will allow us to demonstrate effectiveness to our partners in our community.

Strategy: B.1.1 - Develop an evaluation tool to measure program effectiveness**Start Date:** 07/01/2015**End Date:** 06/30/2016**Status:** 0% Complete**Requirement: B.1.1.1 - Gather and use data to plan and evaluate interventions and referral networks****Status:** 0% Complete**Requirement: B.1.1.2 - Gather and use data to assess program impact****Status:** 0% Complete**Grouping D - Interventions to Improve Public Health**

Goal: D.1 - Provide services to enable pregnant women to carry their pregnancies to term

Status: 0% Complete

Attachments: Materials used to provide services to PMI clients; Birth plan

Describe services to be provided to pregnant women that will enable them to carry their pregnancies to term.: The purpose of the Pregnancy Counseling program at Catholic Social Service is to help women and men make the best decisions for themselves and their baby. The program addresses decision making skills, identifying personal values, clarifying personal needs, exploring relationships, meeting the child's best interests, and assessing financial situations. The goals of the program seek to improve the health of the mother and her unborn child by ensuring access to adequate prenatal care and also by providing education on healthy choices and options after the child's birth, in order to reduce stress during the pregnancy. In addition, the caseworker advocates for the mother, provides positive reinforcement, and promotes healthy relationships. We also provide referrals to an array of community resources that facilitate healthy lifestyles for mothers and babies. There are no fees charged to pregnant clients and/or their families for pregnancy counseling services.

Describe the adoption services and pregnancy education to be provided as part of the program.: The case manager works through the initial contact with the mother by filling out the Pregnancy Maintenance Initiative Intake and Needs Assessment. The Case Manager will then discuss this assessment with the mother and talk about her options of parenting or adoption. If the mother is interested in exploring adoption of their child at birth, she is then referred to adoption services within the agency. CSS has an adoption program with families that are approved and waiting to adopt a child. The pregnant mother and father are shown profiles of the adoptive couples in order to select who they would like to meet. A meeting then takes place and a match is made. They then work on building their relationship and preparing for the baby. The social worker also helps the expecting mother complete a birth plan for her time in the hospital. This is explained to all of our PMI clients. A social worker is there for information and support throughout this process and after the baby is born. If the pregnant mother decides to make a parenting plan, CSS has a multitude of resources available to teach the parents about child development, nutrition, discipline, healthy relationships and other topics they need information about. If the parenting mother is between the ages of 13 and 23 years old, she is eligible to apply for the Teen Moms Program. This program focuses on the young mother by providing her support to finish her education, obtain employment and learn the skills she needs to be a good parent to her child. The students in this program write goals each semester and are matched with a mentor for added support.

Estimate number of pregnant women to be served in grant period.: 50

Strategy: D.1.1 - Assure that no individuals unable to pay will be denied pregnancy maintenance services

Status: 0% Complete

Requirement: D.1.1.1 - Have on file written protocols that clearly outline how the local pregnancy maintenance services are to be implemented

Status: 0% Complete

Attachments: Intake and Assessment Policy 101

Strategy: D.1.2 - Adoption services and pregnancy education will be part of the program

Status: 0% Complete

Requirement: D.1.2.1 - Case managers to attend adoption training class

Status: 0% Complete

Requirement: D.1.2.2 - Provide plan for providing adoption as an option

Status: 0% Complete

Requirement: D.1.2.3 - Provide adequate resources and referrals

Status: 0% Complete

Goal: D.2 - The program shall not perform, promote or refer for education in favor of abortion.

Status: 0% Complete

Can you provide assurances that the program will not perform, promote or refer for education in favor of abortion?: Yes

Select all counties to be served below

County: Barber; Barton; Clark; Comanche; Edwards; Finney; Ford; Grant; Gray; Greeley; Hamilton; Haskell; Hodgeman; Kearny; Kiowa; Lane; Meade; Morton; Ness; Pawnee; Pratt; Rush; Scott; Seward; Stafford; Stanton; Stevens; Wichita

Strategy: D.2.1 - Provide assurances

Status: 0% Complete

Grouping E - Communications and Promotions

Goal: E.1 - Increase public awareness of services and generate buy in

Status: 0% Complete

Attachments: Marketing brochures

How will you promote your Pregnancy Maintenance Initiative (PMI) services to the community?: Our marketing director will provide mailings to a network of community services and personal contacts, and make presentations to community civic organizations and groups on the PMI program. We will also target the program population by advertising at area high schools and colleges (including alternative high schools), providing program materials to school nurses, counselors, and health departments in the service area. We have found that advertisement on social media sites also increases awareness within the community. The social worker also provides groups at the local high school and alternative school in Dodge City, one being a Moms to Be group and the other, a Teen Moms group.

What are your planned outreach activities?: Letters and brochures describing our PMI services will be sent out to the high schools and middle schools in the 28 counties that we serve. These items will also be sent to all of the health departments in those counties as well as other service providers in the area such as DCF, St. Francis, the Healthy Steps program and the local mental health centers. The social worker will continue to provide groups at the high school and alternative school in Dodge City to reach more of the pregnant population. CSS also has other programs that refer pregnant clients to the PMI program. The social workers will also provide any requested presentations about the PMI program to any group or agency that requests one. These can be done at churches, head start programs, court programs, schools, etc.

Strategy: E.1.1 - Promote services to community

Status: 0% Complete

Strategy: E.1.2 - Planned outreach activities

Status: 0% Complete

Strategy: E.1.3 - Target and recruit clients

Status: 0% Complete

Grouping F - Partnerships

Goal: F.1 - Collaborative partnerships with community providers

Status: 0% Complete

Attachments: Resource directory-back; Resource directory-front

Who are your key community partners and their role in providing PMI-related services?: Our key community partners include the schools in the areas we serve as well as the alternative schools. They either refer pregnant students to us or allow us to come in to the school to provide groups for the pregnant students. Other community partners include DCF, St. Francis, the health departments, mental health centers and the Healthy Steps Program, as they refer pregnant clients to the PMI program as well.

When referring for services outside the program, what are the processes for initial referrals and for follow-up after referral?: When referring to other agencies, we either call ahead for the client or the client will contact the agency on their own. We will then follow up with the client afterwards and with the agency if further help is needed to obtain the service. This is documented in the client's file.

Strategy: F.1.1 - Build and maintain local partnerships

Status: 0% Complete

Requirement: F.1.1.1 - Develop and maintain collaborative partnerships with community providers of related services

Status: 0% Complete

Requirement: F.1.1.2 - Develop referral sources for related services

Status: 0% Complete

Requirement: F.1.1.3 - Track referrals made and outcomes of those referrals

Status: 0% Complete

